



Maryland Judiciary

Job Announcement

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OPEN TO CURRENT DISTRICT 12 EMPLOYEES ONLY

Opening Date:	June 25, 2015	Closing Date:	July 9, 2015
Job Title:	Judiciary Clerk III – Lead	Position Type:	Regular Full Time
PIN:	055071	FLSA Status:	Non – Exempt
Location:	District 12, Allegany County Cumberland, Maryland	Grade/Salary:	J7 \$32,674 - \$53,422
		Financial Disclosure:	No

Essential Functions: Processes Civil work in an accurate and efficient manner. Assists the public with Civil procedures, landlord – tenant actions, domestic violence and peace order cases and emergency evaluation filings. Provides general information and direction. Organizes work flow of civil department so that all work is completed in a timely and efficient manner. Provides leadership to other employees in the civil department and offers assistance and direction when problems or complex situations arise. Reviews the work of civil employees. Trains new employees and summer help in civil. Responsible for maintenance of civil statistics and forwarding to appropriate parties as requested. Acts as back up cashier when necessary. Acts as a back up to the County Clerk in their absence to include general supervision of the office. Other duties as assigned.

Education: High School Diploma or GED.

Experience: Four years of general clerical experience, two of which must have been in a trial or appellate court of the United States

Skills/Abilities: Ability to communicate in a patient and tactful manner and to effectively convey directions, instructions and information to the public, attorneys, defendants, judges and other court agency staff. Expert knowledge of civil procedures. Knowledge of District Court policies and procedures; court and legal terminology; pay attention to detail; maintain and use detailed filing systems; and to process work accurately. Ability to perform all essential functions of the position.

All applicants must complete a Maryland Judiciary Employment Application to be considered for this position (unsigned applications will not be accepted). The candidate selected for this position will be subject to a background check.

Materials must be received at the address below by 4:30 p.m. on the closing date. The Human Resources Department will not be responsible for applications sent to any other address.

Maryland Judiciary
Human Resources Department
580 Taylor Ave., Bldg. A-1
Annapolis, MD 21401
Email: jobs@mdcourts.gov

The Maryland Judiciary is a drug-free workplace and an equal opportunity employer, committed to diversity in the workplace. The Maryland Judiciary does not discriminate against an applicant because of an individual's race, color, religion, sex, sexual orientation, pregnancy, national origin, age, disability, or genetic information. Applicants who need an ADA Accommodation for an interview should request the accommodation when notified of a request to be interviewed. Applicants must be United States citizens or eligible to work in the United States.